

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title: Human Resource Director
Position Number: 58106060
Division: Director's Office
Bureau: Office of Human Resources
Grade/Salary: 20 / \$53,134 - \$66,466 DOQ
Status: Permanent/Full-time
City: Helena
Union: No
Supplement: Yes
Closing Date: January 8, 2007
Hiring Supervisor: Dan Bucks, Director

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used at one grade lower. The training assignment will typically be for one year or until the training assignment requirements have been met.

Role Summary and Duties: The incumbent works with the executive leadership as a strategic business partner to help facilitate human resource and organizational development functions globally across the department that support and enable the department to achieve its goals and strategies. This position determines and formulates policies and business strategies. Provides overall vision and direction to the Office of Human Resources programs and activities of the department. The incumbent is an active member of leadership, driving a variety of HR duties including organizational and workforce development, employee and labor relations, staffing, employment law, performance management, compensation, training and development. The incumbent provides management, leadership and direction to the Human Resource Unit, Training and Education Unit, and Pay and Benefits Unit. The Human Resource Director reports to the Department Director.

Responsibilities include:

- Senior level advisor on human resources and organizational development trends and issues to executives and all levels of employees.
- Facilitate and provide guidance and consultation to management teams in all HR matters including human resource and organizational development implementation strategies and priorities, policy/practice interpretation, and strategic workforce planning.
- Direct and oversee department personnel management/human resource functions, including the development, interpretation, and/or implementation of state and federal policies, procedures to ensure practices and procedures are in adherence to federal and state laws and regulations and department policy. These functions include grievance, hiring, recruitment and selection process, discipline and termination, performance management system, staff development and training, and classification, ADA, EEO, FMLA requirements, pay/benefits.
- Develop and continuously assess programs, policies and procedures related to HR matters.
- Develop programs, policies, and procedures to ensure the citizens of Montana that the department operates in accordance with the highest standard of integrity and ethics.
- Continuously improve the knowledge and skill level of the department's workforce through both an effective, standardized training program for employees in areas of common need and specialized training in advanced issues of tax administration.
- Manage a competitive compensation plan department wide.
- Develop effective outreach and recruitment practices to improve the diversity of the department's work force at all levels with respect to the population of Montana, ensuring adherence to relevant federal and state laws and regulations and department policy.
- Maintain an effective and equitable system of employee evaluation and accountability to enable employees to continuously improve performance and contribute to the department's efficiency and effectiveness.
- Provide effective and appropriate means of open communication and participation by employees in department decision-making to support employee commitment to the department's work and to respect each employee's role in the organization.
- Maintain a quality relationship of respect and communication with unions representing department employees and properly implement union contracts.
- Build long-term internal/external relations with people and organizations who can provide assistance and with other interested or affected parties.
- Establish the overall direction for the office; formulate short-term and long-term goals and objectives by taking a lead role in long range planning, anticipating future process needs, and seeking innovative solutions; establish performance measurements, ensuring they are met and are effective; provide expertise; and provide consistent oversight regarding implementation of goals and objectives.
- Obtain and allocate resources (budgeting, personnel, etc.); establish priorities and deadlines, assign projects, and allocate available resources and budget to ensure deadlines and objectives are met.
- Provide leadership to staff; conduct performance appraisals; make and implement decisions concerning hiring, discipline, individual performance, leave, and flextime; ensure personnel activities are in compliance with department and state policies and rules; take appropriate disciplinary actions; and respond to and resolve grievance allegations by and between staff.

Competencies:

- Strong leadership, facilitation, and project management skills.
- Ability to work cross-functionally with all levels of employees and management.
- Extensive knowledge of human resource policies and practices, compensation and benefits, organizational effectiveness, recruitment and selection, retention strategies, employment law, and training and development.
- Experience in developing and implementing high-impact programs.
- Excellent management skills encompassing resource planning, organizational design, staffing, and resource allocation.
- Exceptional planning, organizational, and communication skills (oral and written).
- Strategic thinker and results driven with the ability to work effectively under pressure.
- Experience working as a business partner with senior executives.
- Ability to work collaboratively with employees at all levels within the department.
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Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in human resources, public or business administration, or related field with 6 years of directly related work experience (human resources and/or organizational development, payroll, benefits, training, etc.) including three years experience in a senior-level management position. Other combinations of education and experience will be evaluated on an individual basis.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Answers to the supplement questions (see attached).
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE
SUPPLEMENT QUESTIONS

Position Number: 58106060
Position Title: Human Resource Director
Application Deadline:

INSTRUCTIONS: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

Limit each answer to one page or less.

1. Describe why you believe you are qualified for this position including your education, experience, and training.

2. Why do you believe you can be successful in this position?